

State Travel Management Program ATM Activation Authorization Request

Date of Request	
Cardholder Name	
Department Name	
Unit Name	
Charging # (last 10 digits)	

The reason I am requesting cash advance is because:

Cash advance option is set at a default of 20% of the card limit. If I am requesting more than 20%, the reason is:

If granted authority to have the ATM cash advance feature activated on my VISA travel card, I agree to accept responsibility for the proper use of the cash advance feature. Proper use means that a cash advance may only be used if the approved needs of the traveler cannot be met by the travel card (e.g. international travel).

REQUESTOR		
Print Name	Signature	Date

Travel Compliance Designee: Authorizes the above referenced individual to have access to cash advance while on travel status, for travel related purchases and will provide oversight on this account. The State Travel Management Program will be notified of non-compliant use at which time the cash advance option will be removed:

TRAVEL COMPLIANCE DESIGNEE APPROVAL		
Print Name	Signature	Date

After signed, please send to:

State Travel Management Program
Division of Central Services
Attn: Lenora Kingston
663 17th Street, Ste 1580
Denver, CO. 80202
Fax: 303-866-4233